

San Antonio Water System
Development Engineering Department
Plats and Plans Review

http://www.saws.org/business_center/developer/

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SAWS Guide to Development 2008 revision B

This document is an abbreviated description of the SAWS review process. It is designed as an easy to follow guide for developers and their consulting engineering firms to help them understand the process and what they need to do to assure timely processing of their submissions.

Service Availability (This step is Optional, Not Required)

If you would like to know what water and wastewater mains are near your tract you may request a Service Availability Report. Your request must include your contact information (please include your email address if available) and a detailed map of the location (a copy of Ferguson Map page with tract boundaries clearly and accurately outlined is best). Submit this to SAWS via one of the following methods:

Email (preferred): serviceavailability@saws.org

Mail: San Antonio Water System
Attn: Service Availability Department
PO Box 2449
San Antonio, TX 78298

Fax: 210-233-5456

Counter services: You may also request maps of existing pipe locations in person at the counter on 2nd floor of Tower 2 at SAWS headquarters.

SAWS will process your request and return to you a description of the service area in which the tract exists along with maps showing locations of pipes which are nearest the tract.

Design Review : Step 1

The consulting engineer, having designed for the needs of the tract, must submit a request to SAWS for either a Permit or a Utility Service Agreement (often referred to as a USA). Please refer to page 4 for a list of factors to determine if a USA is required. If none of the listed factors apply to the tract then no USA is needed and you should obtain a permit from SAWS via the Mains and Services department. (Available at the counter on 2nd floor of Tower 2 of SAWS Headquarters) In this case, once your plat is approved and you receive your permit you can move on to construction. If the tract does require a USA then the consulting engineer needs to assemble all of the items listed under "Minimum Submittal Requirements to Request a USA" stated on page 4 of this document. The consulting engineer should then submit that package as a USA Request to SAWS via the counter on 2nd floor of Tower 2 or mail to:

San Antonio Water System
Attn: USA Requests
PO Box 2449
San Antonio, TX 78298

Design Review : Step 2

For those who have tracts that require a Utility Service Agreement and have begun the process by submitting a USA Request the next step is providing detailed plans and profiles to SAWS' for entry into the plats & plans database. As noted on the Utility Service Agreement details on page 4 of this document the Draft USA will soon be provided to you to submit with your plans. Once the consulting engineer receives the Draft USA from SAWS then they need to assemble a package containing hard copies of:

Cover Sheet clearly stating "Plats & Plans package" and the Project Name
Plat (no preliminary or handwritten ID numbers will be accepted) – 4 copies
SAWS Application for Subdivision Plat Review – 1 copy
Completeness Review for L.O.C. – 1 copy
Utility Service Agreement (Draft is acceptable) – 1 copy
Utility Layout – 2 copies
Master Plan – 2 copies
Water Plans – 3 copies
Sewer Plans – 3 copies
Water cost estimate – 2 copies
Sewer cost estimate – 2 copies
EDU Calculations – 1 copy
Water Well Letter (signed & Sealed by Engineer) – 1 copy
SAWS Aquifer Protection approval or copy of category letter (if applicable) – 1 copy
Purveyor Letter (if applicable) - 1 copy
Septic Letter (if applicable) – 1 copy
Local Sewer Authority (if applicable) – 1 copy
No Flow Letter (if applicable) – 1 copy
Private Sewer System Letter (if applicable) – 1 copy

ALL EXHIBITS MUST BE 24"x 36" FOLDED, NOT ROLLED.

Also provide duplicate CD's containing plans and USA in digital format.

Plans must be in DGN or DWG format. USA document must be in PDF format.

Submit this package at the counter on 2nd floor of Tower 2.

If you have questions about Plats & Plans submittal requirements please contact SAWS' Development Engineering Department and ask for Plats & Plans review or visit counter services on the 2nd floor of Tower 2 at SAWS headquarters.

While your plans are being reviewed for entry in the Plats & Plans database your USA is being reviewed by several departments at SAWS. There are many design factors specific to each individual tract that are addressed in detail as the USA is processed, but in simplest terms the USA process involves:

- Calculating the needs of the tract and how to properly connect SAWS infrastructure
- Drafting the USA document itself
- SAWS Master Planning approval of the USA
- SAWS Legal department approval of the USA
- Providing a DRAFT USA to the consulting engineer for review

- Revising the USA based on input from Master Planning and Legal departments
- In some cases the USA must be approved by SAWS Board of Trustees
- Providing a final USA to the consulting engineer to have the developer sign
- Once signed by the developer, the appropriate persons at SAWS must sign the USA
- The signed, finalized USA is filed in the SAWS archive and marked complete
- The duplicate original of the signed, finalized USA is returned to the developer

Depending on the completeness of your original USA request, changes made to the original design, and whether Board approval of the USA is needed, the processing time for a USA is usually 30 to 90 days.

Design Review : Step 3

Once your USA is complete and approved by all the appropriate divisions at SAWS then we will send duplicate originals of the USA to the Consulting Engineer who will review the USA with their Developer client and have the Developer sign both originals of the USA. The Consulting Engineer will then return both copies to SAWS where we will finalize the USA and update our records so that other departments at SAWS will know the USA is complete and final. The Finalization process takes approximately 10 days from the time that the Developer signed originals are returned to SAWS until the USA is final.

Design Review : Step 4

Once your Plats & Plans package is reviewed SAWS will send back “redlines” which specify needed revisions before you resubmit them for final review. Once the USA (being processed concurrently) is signed by both the developer and SAWS and the Plats & Plans package is approved then the General Construction Permit (or Tri-Lateral Contract if oversizing is involved) will be released and construction on the tract can begin.

Tips: SAWS is focused on providing a quality product in a timely fashion and we are often asked about ways to speed the USA process along. The single greatest factor in the smooth processing of USA and Plats & Plans requests is an accurate and complete package. As part of that same concept, the value of a good location map with accurate boundary lines cannot be overstated. Also, consistent use of the same project name to refer to the tract is essential in avoiding confusion and delays.

Appendix:

To aid consulting engineers in preparing USA Requests as well as in estimating EDU requirements and impact fees the following pages include Utility Service Agreement Requirements, Impact Fee Charts, and Wastewater EDU Empirical Estimates. You may also find additional useful information and forms in the Business Center - Developer Resources sections of the www.saws.org website.

SAN ANTONIO WATER SYSTEM
INFRASTRUCTURE PLANNING, DEVELOPMENT ENGINEERING DIVISION
REQUIREMENTS FOR REQUESTING A
UTILITY SERVICE AGREEMENT (USA) FOR WATER and/or WASTEWATER SERVICE

A Utility Service Agreement (USA) may be required if the Tract:

- is over or involved with Edwards Aquifer Recharge Zone (EARZ)
- is over 50 acres
- involves SAWS reimbursing the developer to oversize water or wastewater facilities
- is outside SAWS currently certified service area
- requires over 50 EDU's
- requires a main extension of 300 linear feet or more
- involves impact fee credits
- involves pro-rata refund
- involves phased development
- involves special considerations for a USA as deemed necessary by SAWS

Minimum Submittal Requirements to Request a USA:

- 1) Cover Sheet clearly stating "USA Request" and the Project Name
- 2) Engineering Report
 - a) Project Name: Consistent use of this name in communications with SAWS will be very important to avoid confusion and delays. Please select a project name which does not begin with numbers.
 - b) Consultant Engineer's name, address, and contact person with email address
 - c) Developer's name, address, and contact person (who will be the signor of the USA document)
 - d) Location map displaying site location with tract boundaries clearly outlined
 - e) Site map with elevation contours
 - f) Total Acreage
 - g) Projected Flow stated in Equivalent Dwelling Units (EDUs)
 - h) Statement of fire flow required (average house <3600 sq ft=1000 gpm, >3600 sq ft=1500 gpm, commercial=2000 gpm)
 - i) Proposed source of service (point(s) of connection, size of main, slope)
 - j) Total linear feet of on-site and/or off-site mains
- 3) Proof of ownership such as a warranty deed, contract for Purchase, or earnest money contract
- 4) Legal description of tract

Additional Information that May be Required:

- Master Plan (existing or proposed)
- Hydraulic Model and/or Fire Flow Test (or sewer analysis in the case of wastewater)
- Number of acres & EDUs as part of an existing water commitment and/or wastewater contract
- Computer modeling for subdivisions: where pressure is not within regulations; greater than 125 EDUs with a single feed main; served or bounded by different service levels; or large tracts.
- Purveyor Letter from other water/wastewater providers if some portion of service to the tract will be from entities other than SAWS. For example, letter from Cibolo Creek Municipal Authority (CCMA) approving treatment of flows (if in CCMA's jurisdiction).

All Subdivisions Greater than 125 EDU's:

- 1) Must have or make provisions for a dual feed system.
- 2) If a dual system is not possible, provide engineering documentation, computer modeling, and certification for SAWS review and approval of a single feed system.

SAWS Board Approval is Required on USAs for tracts:

- Located over the EARZ
- Greater than 50 acres
- For which SAWS will provide oversize reimbursements

Estimated Time to Issue USAs Once SAWS Receives a Complete USA submittal:

- Draft USAs issued: 30 calendar days
- Final USA completed: 90 calendar days

Additional time may be required for complex areas (such as multiple service levels, existing pressure or service issues, requiring production facilities, etc.). SAWS will accept plat & plan packages once a draft USA is issued. Plat & plan approval is conditionally based on final approval of the USA.